

**Synopsis of Questions and Answers Regarding Solicitation Number
R-OPC-22890
PIH/GMC Grants Processing Support**

In response to questions regarding the characteristics of GMC's program inventory, i.e., the number of programs, the number of applications received, and the number of awards, the following table that is available on PIH/GMC's web site provides 2005 GMC Inventory information. It is expected that proposals will demonstrate knowledge as well as prior experience and pertinent information for 2006 is available from the SuperNOFA published March 8, 2006.

GMC Inventory - PIH 2005 Grant Programs						
Grant Program	FY2005 Funds Available (Millions)	No. Apps Received	Vouchers Requested	Amount Requested (Millions)	No. Apps/ Grants Funded	Amount Funded (Millions)
Categorical/Competitive Programs						
Resident Opportunity and Self Sufficiency						
FSSR	\$22.9	196		\$11.1	159	\$9.0
RSDM- Elderly & Persons with Disabilities	\$16.3	110		\$30.7	28	\$7.7
RSDM-Family Homeownership	\$22.9	222		\$64.8	73	\$22.7
Supportive Services	\$18.9	69		\$19.5	10	\$2.8
Neighborhood Networks	\$23.9	119		\$30.6	38	\$10.2
Housing Choice Vouchers						
Mainstream	\$10.2	120	1,960		NA	NA
Family Self Sufficiency Coordinators	\$45.6	749		\$68.8	578	45.5
Operating Fund						
Graduated Incentive	\$10.0	200		\$13.6	190	\$9.9

The questions submitted fall under the following tasks. Knowledge, prior experience and demonstrated evidence of understanding and quality approach of proposals will be assessed as indicated in Section L and M of the solicitation.

TASK 1 – Processing Grants

Question: How many programs are in GMC’s Inventory?

Response: See PIH/GMC Website and SuperNOFA

Question: What types of reviews are required and how many reviews are required?

Response: See SuperNOFA

Question: How many reviewers and teams/panels are required?

Response: Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

TASK 2 – Obtain Qualified and Competent Reviewers

Question: What are pay rates for reviewers and who is responsible for paying them?

Response: Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

Question: What is the criteria that determines qualified reviewers and do all reviewers have to receive grant program technical training?

Response: Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

TASK 3 – Processing Site Logistical Support for Each Grant Application Review

Question: How many review sites are required?

Response: Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

TASK 5 -- Screen and Review Applications

Question: How many pages per application?

Response: See SuperNOFA

Question: How many copies of applications required?

Response: No more than 2

TASK 8 -- Onsite Database Support

Question: What is the configuration of the existing database used by the GMC, i.e., software, version, size etc.?

Response: Database 1

MySQL, V 4.1.14, about 100 MB

Gentoo Linux, web-based, PHP scripts & Apache Vs.x

Database 2

Microsoft Access 2000, about 30 MB

Question: Is the database documented?

Response: No, there are ER diagrams Pseudo data dictionaries with no descriptions

Comment: 9.8.6.1 – “The contractor shall submit, for review and approval by the GTR/GTM, a report that details the structure, design, and functionality of the database and that reflects its understanding of the database and GMC needs...”

Note: **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**

Note: THERE ARE NO PAGES MISSING FROM THIS SOLICITATION

Note: The “Subcontractors will be evaluated”

1. How many panel members travel to each event? *See 9.2.1 and proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
2. How many phases do they have per year? How many panels (teams) per phase? *See 9.1 & 9.2.2.5 and proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
3. Where are grant submissions received in hard copy form stored? *See 9.3.1*
4. Could you provide additional info on the type of database system in use such as software, version, current size of the database, etc.?
Database 1
MySQL, V 4.1.14, about 100 MB
Gentoo Linux, web-based, PhP scripts & Apache Vs.x
Database 2
Microsoft Access 2000, about 30 MB
Can we see it? No
5. Can you provide documentation of the CRT system that is currently being used? *No*
6. Can you tell us what type of database you are referring to? Is it SQL, Oracle, etc. and is it web-based?
Database 1
MySQL, V 4.1.14, about 100 MB
Gentoo Linux, web-based, PhP scripts & Apache Vs.x
Database 2
Microsoft Access 2000, about 30 MB
7. Is 3,000 the number of applications that go to review, or is this the number of applications received? If it is the number reviewed, how many applications are submitted? *See 1.2 and PIH/GMC webpage*
8. Peer Reviewers: Are peer reviewers paid a stipend for their services? If so, will the contractor be required to pay this and how much? *See 9.2; Contractor pays reviewers*
 - a. Will a single application be reviewed and scored by a single reviewer, or by a panel of reviewers? *See 9.5.2.1*

- b. Summary Taker: If an application is paneled, will a summary note taker be required to summarize discussion and finding of the reviewers? *Panel and team are used interchangeably meaning team of reviewers with a team leader.*
9. Are there estimated dates for application receipt in FY 2006? *See 06 SuperNOFA*
10. We understand that Native American Industrial Distributors (NAID) is the incumbent contractor. Are they eligible to bid? *That information is not correct the incumbent is North American Management and they are not eligible to bid.*
11. Can we get historical data, i.e. list of review programs, due dates, number of applications received per program, number of applications screened out per program, titles of the programs, etc.? *PIH/GMC Website* How many reviews were held in FY 2005? *PIH/GMC Website* How many are projected for FY 2006? **06 SuperNOFA** How many applications were reviewed? *PIH/GMC Website* What was the average number of reviewers per review panel? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.* How many applications were assigned per reviewer? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
 Section 6.1.3: What are the parameters for this interface? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
 Will the contractor be given access to the HUD systems to upload data or does it have to be re-keyed? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
12. Section 6.5: Is the contractor required to interview and/or test the reviewers or is a resume review sufficient to ensure general analytical and writing skills? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
13. Section 9.1.1: Is there a reference list of applicants that have received an electronic submission waiver? **No** Does this waiver have to be renewed for each program and/or fiscal year? **See NOFA** What percentage of applications receives waivers each year? **Less than 5 in 2005**
14. Section 9.1.3: Is the Threshold Review conducted by the contractor staff with validation from the federal staff or is a subject matter expert required for this second level of screening? Historically what level of effort is required by the Threshold Review? Is the entire document evaluated or is the evaluation contained to certain key factors?
Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

15. Section 9.2.1: If peer reviewers are recruited from the HUD field offices (Federal Staff) is the contractor responsible for travel (making reservations) or is that managed through the field offices? **See Section 9.3.2.3**
16. Section 9.2.2.2: Are backup reviewers required to attend training and are they compensated? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
Also clarification is needed on "...emergencies submission for reasonableness as it relates to prior years' data and all other available information;" – **This is a typo in the SOW and to correct please provide a period after emergencies and delete the rest of the content.**
17. Section 9.3.1: Clarification on GMC. Is the contractor responsible for receipt of the application materials or are all materials received by HUD and then transferred to the contractor? **See line 9 of section**
18. Section 9.4.1: It is stated that hard copies of some documents are received in conjunction with the electronic document submission.
- Are there due dates for receipt of these documents and are they receipt deadlines or postmark deadlines for hard copy submissions?
 - Is there a limited population of documents that can be submitted this way or can the applicants submit any documents in hardcopy?
- Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
19. Section 9.5.2.1: What is the structure of a review panel? **See Sec 9.5.1**
20. Section 9.5.3: Will the contractor be required to hold any documentation for possible FOIA requests? **No additional info to Sec 9.5.3**
21. Section 6.1.3: What is the platform for their current databases, especially the database that is interfacing with the Grants.gov system? **GIMs see HUD Website also See Q&A Synopsis Task 8**
22. Section 9.1.1: Is the contractor responsible for the printing and copying of all applications as well as preparing them in the specified binders for all reviewers? **Yes, no more than 2 copies of each application**
23. Section 9.1.4: Define "perform" as it relates to the Technical Review. In the previous three statements "perform" identifies the contractor as doing the work, as opposed to managing the work. **Meaning is the same**
24. Section 9.5.3: If no supplemental documentation is added, how is the "original" copy defined? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***

25. Section 9.8: Is the contractor doing full client database support outside of the grant review role? **NO**
26. Section 9.8.1: Is the contractors expected to supply on site staff at the Governments location to manage database services and perform back end logic changes to the client-owned system? **No**
27. What is the address of the current GMC? **Non-releasable**
28. Will offerors have an opportunity to tour the GMC? **No**
29. What was the scope of work of the original contract? **Subject to FOIA request.**
30. Is there a requestors list, or, in the alternative, could we obtain a list of firms asking questions? **No**
31. What is the estimated level of effort for this contract? **Offeror(s) would provide the estimated level of effort for the work proposed.**
32. What is the amount of honoraria paid to reviewers (out of town and local) by the day? **Contractor pays reviewers**
33. The Project Management section states that “The Contractor shall provide a detailed Quality Control Plan that provides for inspection of all services and deliverables to verify conformance with the acceptability standards in the 8(a) solicitation.” We have not found any explicit acceptability standards in the solicitation text. Please clarify. *In this section we ask for a detailed Quality Control Plan, this would not include “ explicit acceptability standards”.*
34. Section 9.14 of the RFP addresses the transition plan. This appears to be a ramp-down plan for the offeror as the outgoing contractor. May we have access to the incumbent’s transition plan for ramp-down? **NO**
35. Do we need to submit our ramp-up plan for this contract? **No not at this time**
36. Does the 30 page limitation include the Table of Contents (TOC)? Would a compliance matrix cont against the 30 pages? What is the rationale behind the 30 page limitation? Are we allowed to use two columns per page, or must we submit the technical on a whole page? *There is a 30 page Limitation in all.*
37. Is it possible to submit Sample Work Products (such as work breakdown schedules, skills matrix, etc.) in appendix form, so as not to exceed the pagination ceiling? *There is a 30 page Limitation in all.*
38. The RFP indicates that we should submit an original hard copy, a CD-ROM, and six hard copies. Is this for both the technical and cost volumes? Please clarify. **Yes**
39. Please clarify the following statement: “The following experience is required for the contract Project Manager: Demonstrated ability to analyze and resolve non-routine problems assuring that goals are achieved.” Please explain what you mean by “non-routine problems.” **Proposals will be assessed based on knowledge,**

prior experience and demonstrated evidence of understanding and quality approach.

40. Will the contractor have direct access to the CRT? **Yes** Please clarify the function of the CRT. **Section 4.1** How is it accessed? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
41. Does it track application receipt? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
42. Is it similar to the US Department of Education's e-ready system? **HUD cannot respond to questions related to other Federal Agencies.** Is the term database being used to mean CRT? **Section 4.1.** How will the contractor have access to the system? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
43. Is there a user manual for CRT? **No.** If so, can it be made available to prospective offerors? **No** Can the contractor propose an alternative system to CRT without taking exception to the RFP? **Yes**
44. Are the reviewers all federal, all non-federal or a mix? If the latter, what is the percentage of each? What is the panel structure? **Sections 9.1 and 9.2**
45. Is there a list of reviewers that the contractor will have access to? Who will do the bulk of the recruiting, the contractor or HUD?
Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.
46. Is CRT the same as GMC? **No**
47. Would you be receptive to alternative methods of review, such as electronic reviews?
Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.
Can we visit the GMC? **No**
48. Will the contract be able to accept applications directly, as well as document their receipt? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
49. Task 5 refers to "third reviews." Please explain what they consist of. Is this a quality control mechanism? **Sec 9.5**
50. Will the reserve pool of reviewers referred to in Task 7 receive training and be compensated for it? Will they be paid for serving as alternates? **Proposals will be**

assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

51. Task 8 says that all work will be done at the site. Does this mean at the GMC or at the review site or at both? Please clarify. **Sec. 9.8**

52. Please specify contents of weekly report in Task 9. **Sec 9.9.1**

53. Section 6.1.3 “Migrate/interface database with HUD’s Grants.gov infrastructure, grants management system, and/or other implemented mandatory systems.”

*Is this stating that the contractor shall create necessary interfaces – if not already created- to successfully integrate HUD’s existing database with Grants.gov, grants management system, and/or other implemented mandatory systems? **NO.** As well- the contractor shall be responsible for maintaining and utilizing any existing interfaces to migrate data from grants.gov to existing systems?*

Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.

54. Section 6.4 “The contractor shall provide staff to support the GMC with on-going automation projects that include updating and implementing criteria review tool and web-based, three-tier databases and integration of the tool/database, or grants management processing workflows into HUD systems assuring compliance with HUD environment requirements”

*Is this stating that the contractor shall provide SUPPORT versus a SOLUTION to the GMC for on-going automation projects? Granted after winning the contract and gaining access to the current system the contractor may be able to provide the GMC a solution, but for the purposes of the RFP- the contractor will be providing only support of what currently exists and/or is currently being implemented. **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***

55. Section 9.8.1 “...shall maintain and support the existing grant management database system by periodically importing, exporting, and archiving mission critical data...”

Is this stating that a system currently exists, that the contractor will be responsible for maintaining? The contractor is NOT REQUIRED to create a new database?

NOTHING TO ADD TO SEC 9.8

56. Section 9.8.2 “...contractor shall provide system platforms for a three-tiered database system and that shall include web-hosting. The contractor shall be responsible for installing necessary software, configuring, maintaining, and supporting these system platforms.”

*Is this stating that the contractor shall have the infrastructure to support the current existing database system that HUD is using for the grants processing? **No***

NOTHING TO ADD TO SEC 9.8

57. Section 9.8.6.1“...a report that details the structure, design, and functionality of the database and that reflects its understanding of the database and GMC needs...”*Is this stating that after the Post Award conference- the contractor will provide their understanding of the database and the GMC needs – as well as technical SOLUTIONS that the contractor can provide to the GMC for existing issues and/or needs.* **No. NOTHING TO ADD TO SEC 9.8**
58. Who pays reviewers? Contractor or Govt? **The contractor pays reviewers**
59. Will the price of maintaining the command center be billable..ie.leasing an office or building in the Wash D.C. Metro area? **Not determined at this time.**
60. How long will incumbent be available after contract award- for a transition period? **60-days**
61. The RFP (section 1.4) states that “processing and reporting assistance is provided on demand.” Who provides this assistance? **Contractor**
62. What is the maximum number of reviewers and panel/team leaders used for a review (see 9.2.2.4)? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
63. RFP section 1.2 discusses some of the programs to be processed. Do we know if different programs have different grant applications, review criteria, rating factors, etc.? **SEE SUPERNOFA**
64. RFP section 9.1.1 says that effective 2005 all applications are submitted electronically, except for those that requested and received a waiver. Do we know the number or percentage of electronic vs. hard copy? **99.9% ELECTRONIC** Can we get sample applications to review? **FOIA**
65. Are electronic submissions filed electronically or printed out for processing and filed in hard copy? *Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.*
66. Do we assume we can start with the same reviewers the incumbent has been using? **No**
67. RFP section 9.3 discusses “processing site logistical support” including office space. CLIN 0003 only says “the contractor shall provide the necessary personnel to perform the services.” Does this mean that the costs of the space are not included in our bid? **No**

68. RFP section 9.5.3 says that the contractor will send all application files to the HUD Clearinghouse. Are these the original files? **Yes** If so, does the contractor maintain a duplicate file? **NO**
69. RFP section 9.6.1 discusses revising and/or updating a Grant Review Guidebook. Can we get a copy of the Guidebook currently being used. **No**
70. RFP section 9.7 on developing training tools and training reviewers is not clear. 9.7.1 says the contractor “shall assist with the training” – what does that mean? Is 9.7.2 on required “training support” different from what is included in 9.7.1? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
71. Is the incumbent contractor currently support by one or more subcontractors, and if so, can you please provide their company names? **Subject FOIA**
74. What is the current location of the Command Center and who is the leasing agent for this space? **Subject FOIA**
75. How many contractor employees currently support this contract? **Subject FOIA**
76. How many panel members travel to each event? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
77. How many phases do they have per year? How many panels per phase? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
78. How many panels are run simultaneously? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
79. Where are grant submissions received in hard copy form stored? **See 9.3.1**
80. Will the winner of this contract be able to assume the work space of the incumbent in the Command Center? **No**
81. How many contractor employees are assigned to run each panel? ***Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.***
82. What location is used now to hold the panels? **See 9.3.1**
83. Are buses/vanes being used on the current contract to transport panel members? **No**
84. How are vendors to price the cost of the visits in our proposals without knowing the origin of the traveler? ***Proposals will be assessed based on***

knowledge, prior experience and demonstrated evidence of understanding and quality approach.

85. Please verify that the HUD field office panel/team leaders will be instructed to make their own airplane/reservations through their local HUD office's travel agent Yes but the vendor will be responsible for making reserve rooms for them. [See 9.3.2.3](#)
86. Is HUD open to technology and processes that would decrease the need for panel members to travel? Instead, they could perform their panel reviewing responsibilities from their home worksite. [No](#)
87. Should we include in our cost for PCs, Fax machines, phones, etc. or will the government owned items held by the incumbent be transferred to the winner? [Please follow the instructions in the solicitation on submission of price.](#)
88. Is Grant.gov the only method or electronically receiving an application? [Yes](#)
89. Per section 9.3.1, when will the GTR/GTM make their decisions on the contractor's command center? [This is a contractor's decision and not entirely up to the GTR/GTM and will not be determined at this time.](#) Are you required to name your Command Center site in your proposal? [No, not at this time if you do not already have a command center site in mind.](#)
90. Can you provide documentation on the CRT system that is currently being used? [No](#)
91. Under section 9.2.1, will the contractor be responsible for actually recruiting reviewers or will a list of reviewers be provided by HUD so that the contractor contacts for availability, confirmation, etc.? [Contractor recruits reviewers](#)
92. In addition to assisting the GTR with the recruitment of reviewers and panel/team leaders, will the successful awardee be responsible for contracting directly with the outside experts that act as reviewers (and should that cost be incorporated into the proposal?); [yes](#) or will the government contract with them (suggesting that that cost should not be incorporated into the proposal)? (C.9.2) [no](#)
93. Task 2: How many reviewers are currently in your pool? [0](#)
94. Task 3: Is the government requesting that the command center be a separate site from the contractor's office? [No](#)

95. Task 3: Will you consider using the contractor's office space for the command center? **Yes**
96. Task 4: How many applications do you anticipate not receiving electronically?
Less than 5 in 2005
97. Task 8: Do you want a database specialist at the government office 5 days a week or do you just want them available to come to your office? If it is the latter, what percentage of time do you anticipate wanting them on your site? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
98. Task 8: How many requests to upload new datasets, run reports, etc. do you expect? Daily? Weekly?, etc. **Nothing to Add Task 8**
Task 8: Does the government want the contractor to have a dedicated server for this information? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
99. Task 8: When the government refers to the three-tiered database system, are you referring to a three-tiered system architecture? **See Synopsis Q&A Task 8**
100. Could you provide a sampling of the data that is contained in the database, (i.e., reviewer information, application information, etc.)? **No**
101. Task 8: What database platform was used to create the database? **See Synopsis Q&A Task 8**
102. Section L: May a font size smaller than 12 pt. be used in tables and exhibits? **Please do not use a font size smaller than 10 pt.**
103. The RFP calls for a sample past performance letter as Attachment 2. There is a Past Performance Evaluation Survey, but no cover letter. Can we use our own letter or does HUD have a specific letter it wants offerors to use? If yes, please provide. **Please use the form that is provided in the Attachment.**
104. Do you currently have a database developed for managing the pool of reviewers? Does this transition, from both content and technology perspectives. **No**
105. Do you have an automated tool for assignment of applications to panels and to reviewers to avoid conflict of interest issues? If so, does this transition. **Nothing to add to Task 5 or 8**
106. Are the applications to be maintained in the inventory only those in process from the receipt to the award, yes or are the grant management files a part of this procurement? **No**

107. Are field reviews and teleconference reviews conducted as a part of this procurement, or only the on-site reviews? [See 9.3.1](#)
108. Please provide additional information regarding HUD practices on number of applications normally reviewed by a panel per day, the number of applications that a reviewer normally reviews, and the number of reviewers for each application. **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
109. Are paper copies of applications generated and sent to all reviewers, or just those reviewers assigned to each application, or are all applications distributed electronically? [No more than 2 copies](#)
110. Is paragraph 9.4.2.1 referring to return of paper application copies and other ancillary material that may need to be shredded? With electronic distribution, would this also be CD's or other media. [Just paper anticipated](#)
111. Do training tools for reviewers currently exist and will they be made available to the successful contractor? [No](#)
112. Reference C.1. Please provide information about the specific number of grant application program supported by the contract. Also, please provide more information about the number of applications received by each program. Are these applications received at particular times of the year (for example in the spring) or during specific months? If so, for costing and planning purposes, please provide information about the cycles and/or months during which most program applications are due. [See PIH/GMC website and NOFA](#)
113. Reference C.1.4 This paragraph indicates that assistance to PIH formula programs is provided "on demand". How often do you anticipate that these services will be provided on an annual basis? For pricing purposes, please indicate the number of programs supported on an "on demand" basis in a typical year and the average number of applicants expected to apply for a program. [Nothing to Add to C.1.4](#)
114. Reference: C.5 Will HUD provide training in the use of GIMS? [Yes](#) Is there documentation available for review by offerors? [No](#)
115. Reference C.9.1.1 Please estimate the number of applicants who request and receive an electronic submission waiver. How are applications from these applicants processed and controlled? [Less than 5 in 05](#)
116. Reference C.9.2 Has GMC established dollar values for reviewer honoraria? **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**

117. Reference C.9.3 For costing purposes please provide 2-3 years historical information concerning the number of days panels are expected to run, the number of nights that reviewers and panel leaders will require hotel rooms, the number of panels anticipated to run concurrently, the total number of panels that are expected to be held, and an average number of reviewers expected for each panel **Proposals will be assessed based on knowledge, prior experience and demonstrated evidence of understanding and quality approach.**
118. Reference C.9.6.4.2 For costing purposes; please provide an estimate of the number of reviewers that will require training per year. Also, how many times per year will the contractor provide training? Is it HUD's intent that this training will be performed during face-to-face training sessions? **Nothing to add to Sec 9.2**
119. Reference C.9.8.1 Will the systems referenced under this Task area be provided as GFP, or will the contractor be expected to develop them at contract start up. If these are contractor developed tools, is there data that must be migrated to populate the databases? If so, please provide information about this data that will allow us to plan for its migration. **Nothing to add to Sec 9.8**
120. Reference: Section J-2. Are we to consider the items provided in column 2 of the Other Direct Cost portion of this table to be plug numbers used for estimating costs or are they examples to be used in formatting information provided by the contractor? **NO this is simply a sample of what is needed.**
121. Reference: Section J-2 Please provide information about the site visits indicated in the Travel Cost section of this table. **There is no info provided at this time in reference to travel sites**
122. Reference: L.3.e.f.1 Please provide more information about transition requirements. Where is the current Command Center located and what access (for example, will stairs need to be negotiated or is there a freight elevator?) is available for purposes of moving items to the new Command Center site? Please provide an estimate of the volume of files that must be moved in terms of number of cabinet drawers (with dimensions) or linear feet of files. Is there additional Government Furnished Property (GFP) that must be moved during the transition as well? **No additions at this time.**
123. Will the facilities currently used by the incumbent be available for transition? **No**
124. Part I – Description of Services, 1.2. In a given fiscal year, an estimated 3,000 applications may be received in response to NOFAs. Please provide the workload history for applications received by month for the last two fiscal years. **See PIH/GMC Website and NOFA**